

Retail Food Safety Regulatory Association Collaborative
DRAFT Web Ex Meeting Minutes
Thursday, January 16, 2020

I. Roll Call – Review of Meeting Objectives

Participating on the Call:

AFDO: Steve Moris

CFP: David Lawrence, Brenda Bacon, David McSwane

FDA: Laurie Farmer

NACCHO: Jennifer Li, Amy Chang, Chelsea Gridley-Smith

NEHA: Vince Radke, Eric Bradley, Rance Baker (for David Dyjack)

CDC: Adam Kramer (for Laura Brown, Special Advisor)

Representatives from FDA Offices Participating on the Call:

CFSAN: Mary Cartagena, Girvin Liggans

OSCP: Elizabeth O’Malley, Chris Smith, Kim Destromp

OP: Alan Tart, Tim Weigner

Meeting Moderator: John Marcello

II. Review/approval of Summit Meeting Minutes

DECISION: Collaborative Approved the Meeting Minutes from the Oct. 18, 2020 Web Ex Meeting. Final Minutes are posted on the Association Collaborative’s FoodSHIELD site.

III. Report from the Organization Structure Work Group – Association Collaborative Ground Rules

David Lawrence provided an overview of the revised Association Collaborative Ground Rules.



DRAFT Collaborative
Ground Rules - track c

DECISION: Collaborative supported the following change to Article II – Purpose and Values.

Section I: Purpose – The Collaborative is a group of dedicated professionals from strategic partners with roles in ~~regulatory protection of~~ protecting the nation’s retail food supply and public health.

DECISION: Collaborative supported the following changes to Article VI – Project Manager and Work Group.

- Change title of Article VI to read: Collaborative Facilitator and Work Groups
- Remove Section 1: Project Manager
- Incorporate current wording in Section 1 into the Collaborative Facilitators role and responsibilities as they relate to:
 - Setting Meetings
 - Developing Agendas
 - Other duties assigned by the Collaborative
- Renumber the Sections in Article VI to reflect the removal of the current Section 1 – Project Manager
- Review the rest of the Ground Rules document for any reference to a Project Manager and revise as necessary to ensure consistency with the changes listed above.

ACTION ITEM: On behalf of the Organizational Structure Work Group, David Lawrence will revise Ground Rules to incorporate the Collaborative’s suggested changes. To be complete by Thursday, January 23, 2020 to allow John M. an opportunity to distributed to Collaborative representative prior to their F-2-F Meeting.

IV. Report from the Organizational Structure Work Group – Communication Tool

David Lawrence provided an overview of the revised Association Collaborative Communication Tool.



01-14-20 Revisions
to the Draft Communi

DECISION: Collaborative representatives support change to the Communication Tool to:

- Remove reference to short term objectives. Ground Rules and Communication Tool are in place.

- Change reference to “Long-Term Collaborative Objectives to Collaborative Objectives
- Place development of a Food Code Adoption Tool Kit under Collaborative Objectives.

ACTION ITEM: On behalf of the Organizational Structure Work Group, **David Lawrence** will revise Communication Tool to incorporate the Collaborative’s suggested changes. To be complete by **Thursday, January 23, 2020** to allow **John M.** an opportunity to distributed to Collaborative representative prior to their F-2-F Meeting.

The Collaborative will work on a strategy / process for developing a communication plan during the F-2-F Meeting for providing awareness to retail food safety professional as to the purpose and objectives of the Collaborative.

V. Report from the Food Code Adoption Tool Kit Work Group

Brenda Bacon provided a report on the development of a Food Code Adoption Tool Kit.



Food Code Adoption
WG Report Jan 2010.c

Based on feedback from stakeholders and discussions from Health People 2030, the Collaborative will outline a strategy / plan of action during the upcoming F-2-F meeting for promoting adoption of the FDA Food Code. One of the focus areas will be outreach to the National Council of State Legislature.

VI. Review of the Draft Agenda for the Association Collaborative F-2-F Meeting in Rockville MD

John M. provided an overview of the draft agenda.



DRAFT Agenda for
the Jan 29-30 2020 R

Points from Collaborative discussion during this web ex meeting:

- Agenda is a road map to guide the F-2-F --- time frames are flexible. Most of the work on the Ground Rules and Communication Tool as been completed. Will

likely take time from this session and add to review of the outcomes from the Health People 2030 Meeting.

- Majority of the F-2-F meeting will be focusing on Collaborative objectives. Conducting and assessment of Health People 2030 objectives against the Collaborative's. Determining areas where Collaborative objectives may need to be revised, enhanced, or added to.
- Collaborative will set priorities based on above discussion
- Outline steps / actions to ensure Association Collaborative efforts are aligned to meet prioritized objectives.
- Review summary report from Health People 2030 prior to the F-2-F meeting. Some Collaborative Member were not able to attend the F-2-F meeting.

ACTION ITEM: John M. will send a request to Ernie Julian and Steve Mandernach to obtain a summary of the outcomes from Health People 2030 (even if in draft form) that can be distributed to the Collaborative – REQUEST SUBMITTED. John will follow-up and attempt to get this summary report to the Collaborative by **COB Thursday, January 23, 2020.**

VII. Review Logistical Needs in Preparation for the Association Collaborative F-2-F Meeting

- Jen Li to be added to the list of attendees that will need parking at OTED
- Dinner – social network opportunity being planned for Wednesday, evening January 29, 2030

ACTION ITEM: John M. will send out e-mail to Collaborative to assess who will be attending the dinner – number needed to make reservations. **COMPLETED.** Collaborative members to respond by **COB Tuesday, January 21, 2020.**

VIII. Summary of action items from the Web Ex Meeting in Chronological order.

- **ACTION ITEM: John M.** will send out e-mail to Collaborative to assess who will be attending the dinner – number needed to make reservations. **COMPLETED.** Collaborative members to respond by **COB Tuesday, January 21, 2020.**
- **ACTION ITEM:** On behalf of the Organizational Structure Work Group, **David Lawrence** will revise Ground Rules to incorporate the Collaborative's suggested changes. To be complete by **Thursday, January 23, 2020** to allow John M. an opportunity to distributed to Collaborative representative prior to their F-2-F Meeting.

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- **ACTION ITEM:** **John M.** will send a request to Ernie Julian and Steve Mandernach to obtain a summary of the outcomes from Health People 2030 (even if in draft form) that can be distributed to the Collaborative – **REQUEST SUBMITTED**. John will follow-up and attempt to get this summary report to the Collaborative by **COB Thursday, January 23, 2020**.

IX. Next Meeting – Collaborative January 29-30, 2020 F-2-F Meeting.

Agenda included in Section VI of minutes

Draft Minutes Respectfully Submitted by John Marcello.